



Tennessee
Department of Labor
and
Workforce Development

Employer's Quick Reference Guide

TDLWD Website: www.tn.gov/labor-wfd/

PURPOSE

Tennessee Employer's Quick Reference Guide provides a summary of the Handbook for Employers. For full details, see www.tn.gov/labor-wfd/es/Employers/forms/HandbookforEmployers2013.pdf

TN EMPLOYER'S WEBSITE

The TN Employer's Website allows employers to obtain general information; stay informed on the latest information and updates; access the employer handbook, forms, and publications; retrieve electronic Separation Notices; access online applications to fulfill employer responsibilities; subscribe to email notifications.

**SIDES
and
SIDES E-Response**



Respond electronically to TDLWD's request for separation information. SIDES and SIDES E-Response: www.tn.gov/labor-wfd/sides/.

The Source Services for Employers include:

- Recruitment Services
- Education Services
- Labor Market Services

The Source/Jobs4tn.gov

Help with posting Job Orders in the Source, contact the nearest TN Career Center at www.tn.gov/labor-wfd/cc/cccounty.shtml.

Appeals

In order to appeal an agency decision, complete the [Appeal of Agency Decision](#) form and send to our Agency by mail or fax. See the Web Site for details, www.tn.gov/labor-wfd/Appeals/appeals.shtml

Employer Newsletter



Employers can subscribe to the latest news from TDLWD by emailing Jeff.Hentschel@tn.gov. Please put Employer Newsletter as the subject.

Employer Posters

Employers are required to post employment laws and other work-related information in a prominent place where employees have access such as a break room or time-clock area. View the updated state posters at www.tn.gov/labor-wfd/poster.shtml

EMPLOYER'S RESPONSIBILITIES

- ✓ Display required state posters.
- ✓ Provide separated employees with separation notice.
- ✓ Respond to agency request for separation information.
- ✓ Remit premium payments timely.
- ✓ Report new hires or rehires within 20 calendar days.
- ✓ Report refusal of work and/or suspected fraud.
- ✓ Keep records for auditing purposes.
- ✓ Notify agency of changes in business contact information (address & phone number) and/or changes in business ownership.

CONTACT US

Contact Information:

SIDES E-Response email: sides.helpdesk@tn.gov

EMPLOYER'S REPORTING

Fraud

Employers may report someone who is fraudulently collecting unemployment benefits by contacting Benefit Payment Control:

By email: Esadmin.fraud@tn.gov

By phone: (615) 741-2606

By fax: (615) 253-5331

Quarterly Premium and Wage reports (Forms LB-0456 and LB-0851) are required from all employers covered under Tennessee's Unemployment Insurance (UI) law by **April 30th, July 31st, October 31st and January 31st**. Tennessee offers the following options for Premium and Wage Reporting:

- **Paper Reporting**

www.tn.gov/labor-wfd/es/Employers/prem_paper1.html

- **Magnetic Media Wage Reporting Options**

www.tn.gov/labor-wfd/es/Employers/magnetic.html

- **Internet**

<https://tdlwd.tn.gov/tnpaws/>

- **Bulletin Board System**

www.tn.gov/labor-wfd/es/Employers/eftcoverage.html

Premium and Wage Reporting

A Mass Layoff Notice may be filed in place of the individual Separation Notice (LB-0489) when employees are laid off at the same time due to lack of work. Employers can utilize the APS Internet-Based Program.

Mass Layoffs

Separation Notices

Employers should NOT submit a separation notice to the department prior to a request for separation information:

- Employers can download separation notices online at www.tn.gov/labor-wfd/es/Employers/forms/LB-0489.pdf

Partial Unemployment



The Automated Partial Claims System (APS) will allow employers to file and maintain partial claims for their employees electronically at <https://tdlwd.tn.gov/apsweb/default.aspx>

Employers must report their newly hired or rehired employees within 20 days of the date they are hired. See instructions for new hire reporting on the Department of Human Services Web site at <https://newhire-reporting.com/TN-Newhire/default.aspx>.

New Hire Reporting

E-Verify

Requires employers to obtain lawful resident/employment verification, see the department's Web site for details for complying with the Act, www.tn.gov/labor-wfd/eVerify/

EMPLOYER'S DIRECTORY

Appeals Tribunal

Local Phone (615) 741.8933

Fax (615) 741-0290

Benefit Charges

Local Phone (615) 741-2223

Benefit Payment Control

Local Phone (615) 741-2606

Fax (615) 523-5331

Dislocated Worker Unit

Local Phone (615) 741-1031

Toll Free 1 (800) 255-5872

Employer Accounts

Local Phone (615) 741-2486

Toll Free 1 (800) 344-8337

Labor Market Information

Local Phone (615) 741-2284

Labor Standards

Local Phone (615) 741-2858

The Source/Jobs4tn.gov

Toll Free 1 (800) 576-3467

Wage & Premium Reports

Local Phone (615) 741-2486

Toll Free 1 (800) 344-8337

Workers Compensation

Local Phone (615) 741-2395